

**SECTION 01 78 39**  
**PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Work associated with the documenting the project and recording changes to project documents, including:
    - a. Record Drawings
    - b. Water Meter Service Reports
    - c. Sanitary Sewer Service Reports
    - d. Large Water Meter Reports
- B. Deviations from this City of Fort Worth Standard Specification
  - 1. None.
- C. Related Specification Sections include, but are not necessarily limited to:
  - 1. Division 0 – Bidding Requirements, Contract Forms and Conditions of the Contract
  - 2. Division 1 – General Requirements

**1.2 PRICE AND PAYMENT PROCEDURES**

- A. Measurement and Payment
  - 1. Work associated with this Item is considered subsidiary to the various Items bid. No separate payment will be allowed for this Item.

**1.3 REFERENCES [NOT USED]**

**1.4 ADMINISTRATIVE REQUIREMENTS [NOT USED]**

**1.5 SUBMITTALS**

- A. Prior to submitting a request for Final Inspection, deliver Project Record Documents to City's Project Representative.

**1.6 ACTION SUBMITTALS/INFORMATIONAL SUBMITTALS [NOT USED]**

**1.7 CLOSEOUT SUBMITTALS [NOT USED]**

**1.8 MAINTENANCE MATERIAL SUBMITTALS [NOT USED]**

**1.9 QUALITY ASSURANCE**

- A. Accuracy of Records
  - 1. Thoroughly coordinate changes within the Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to show the change properly.
  - 2. Accuracy of records shall be such that future search for items shown in the Contract Documents may rely reasonably on information obtained from the approved Project Record Documents.

3. To facilitate accuracy of records, make entries within 24 hours after receipt of information that the change has occurred.
4. Provide factual information regarding all aspects of the Work, both concealed and visible, to enable future modification of the Work to proceed without lengthy and expensive site measurement, investigation and examination.

#### **1.10 STORAGE AND HANDLING**

##### **A. Storage and Handling Requirements**

1. Maintain the job set of Record Documents completely protected from deterioration and from loss and damage until completion of the Work and transfer of all recorded data to the final Project Record Documents.
2. In the event of loss of recorded data, use means necessary to again secure the data to the City's approval.
  - a. In such case, provide replacements to the standards originally required by the Contract Documents.

#### **1.11 FIELD [SITE] CONDITIONS [NOT USED]**

#### **1.12 WARRANTY [NOT USED]**

### **PART 2 - PRODUCTS**

#### **2.1 OWNER-FURNISHED [OR] OWNER-SUPPLIED PRODUCTS [NOT USED]**

#### **2.2 RECORD DOCUMENTS**

##### **A. Job set**

1. Promptly following receipt of the Notice to Proceed, secure from the City, at no charge to the Contractor, 1 complete set of all Documents comprising the Contract.

##### **B. Final Record Documents**

1. At a time nearing the completion of the Work and prior to Final Inspection, provide the City 1 complete set of all Final Record Drawings in the Contract.

#### **2.3 ACCESSORIES [NOT USED]**

#### **2.4 SOURCE QUALITY CONTROL [NOT USED]**

### **PART 3 - EXECUTION**

#### **3.1 INSTALLERS [NOT USED]**

#### **3.2 EXAMINATION [NOT USED]**

#### **3.3 PREPARATION [NOT USED]**

#### **3.4 MAINTENANCE DOCUMENTS**

##### **A. Maintenance of Job Set**

1. Immediately upon receipt of the job set, identify each of the Documents with the title, "RECORD DOCUMENTS - JOB SET".

2. Preservation
  - a. Considering the Contract completion time, the probable number of occasions upon which the job set must be taken out for new entries and for examination, and the conditions under which these activities will be performed, devise a suitable method for protecting the job set.
  - b. Do not use the job set for any purpose except entry of new data and for review by the City, until start of transfer of data to final Project Record Documents.
  - c. Maintain the job set at the site of work.
3. Coordination with Construction Survey
  - a. At a minimum clearly mark any deviations from Contract Documents associated with installation of the infrastructure.
4. Making entries on Drawings
  - a. Record any deviations from Contract Documents.
  - b. Use an erasable colored pencil (not ink or indelible pencil), clearly describe the change by graphic line and note as required.
  - c. Date all entries.
  - d. Call attention to the entry by a "cloud" drawn around the area or areas affected.
  - e. In the event of overlapping changes, use different colors for the overlapping changes.
5. Conversion of schematic layouts
  - a. In some cases on the Drawings, arrangements of conduits, circuits, piping, ducts, and similar items, are shown schematically and are not intended to portray precise physical layout.
    - 1) Final physical arrangement is determined by the Contractor, subject to the City's approval.
    - 2) However, design of future modifications of the facility may require accurate information as to the final physical layout of items which are shown only schematically on the Drawings.
  - b. Show on the job set of Record Drawings, by dimension accurate to within 1 inch, the centerline of each run of items.
    - 1) Final physical arrangement is determined by the Contractor, subject to the City's approval.
    - 2) Show, by symbol or note, the vertical location of the Item ("under slab", "in ceiling plenum", "exposed", and the like).
    - 3) Make all identification sufficiently descriptive that it may be related reliably to the Specifications.
  - c. The City may waive the requirements for conversion of schematic layouts where, in the City's judgment, conversion serves no useful purpose. However, do not rely upon waivers being issued except as specifically issued in writing by the City.

## B. Final Project Record Documents

1. Transfer of data to Drawings
  - a. Carefully transfer change data shown on the job set of Record Drawings to the corresponding final documents, coordinating the changes as required.
  - b. Clearly indicate at each affected detail and other Drawing a full description of changes made during construction, and the actual location of items.
  - c. Call attention to each entry by drawing a "cloud" around the area or areas affected.

- d. Make changes neatly, consistently and with the proper media to assure longevity and clear reproduction.
2. Transfer of data to other Documents
  - a. If the Documents, other than Drawings, have been kept clean during progress of the Work, and if entries thereon have been orderly to the approval of the City, the job set of those Documents, other than Drawings, will be accepted as final Record Documents.
  - b. If any such Document is not so approved by the City, secure a new copy of that Document from the City at the City's usual charge for reproduction and handling, and carefully transfer the change data to the new copy to the approval of the City.

**3.5 REPAIR / RESTORATION [NOT USED]**

**3.6 RE-INSTALLATION [NOT USED]**

**3.7 FIELD [OR] SITE QUALITY CONTROL [NOT USED]**

**3.8 SYSTEM STARTUP [NOT USED]**

**3.9 ADJUSTING [NOT USED]**

**3.10 CLEANING [NOT USED]**

**3.11 CLOSEOUT ACTIVITIES [NOT USED]**

**3.12 PROTECTION [NOT USED]**

**3.13 MAINTENANCE [NOT USED]**

**3.14 ATTACHMENTS [NOT USED]**

**END OF SECTION**

Revision Log		
DATE	NAME	SUMMARY OF CHANGE
4/7/2014	M.Domenech	Revised for DAP Application